



Internal Quality Assurance Cell
Mangalam College of Engineering

Ref: IQAC/2019-2020/ODD/IQAC Notices/1

Date: 7/8/2019

NOTICE

The IQAC committee for the academic year 2019-20 is as shown below:

S. No.	Name	Designation & Department	Role in IQAC
1	Dr. Manoj George	Principal	Chairperson
2	Dr. Abraham Chettissery	Legal Advisor	Management
3	Asst. Prof. Neeba Sabu	Assistant Professor, Dept. of EEE	Coordinator
4	Dr. Nidhish Mathew Nidhiry	Professor, HOD, Dept. of ME	Member
5	Dr. Vinod P Vijayan	Associate Professor, HOD, Dept. of CSE	Member
6	Dr. Radhakrishnan	Professor, HOD, Dept. of CE	Member
7	Ms. Rahumath Beevi	Associate Professor, HOD, Dept. of EEE	Member
8	Prof. Ajit Joseph	Associate Professor, HOD, Dept. of ECE	Member
9	Prof. Jain P George	Professor, HOD, Dept. of BS&H	Member
10	Dr. Sibu Chitran	Professor, HOD, Dept. of MBA	Member
11	Mr. Francis	Office Administrator	Member
12	Mr. Saik Chandran	System Administrator	Member
13	Ms. Neena Joseph	IAC Coordinator	member
14	Dr. Jacob Onattu	Principal, M C Varghese College of Arts	External Academic Expert



By order of

Manoj George

Principal
Dr. Manoj George

Copies to: 1. Chairman's office
2. All Departments
3. All Staff

Dr. MANOJ GEORGE, Ph.D
Principal
Mangalam College of Engineering
Vettimukal P.O, Ettumanoor
Kottayam, Kerala - 686 631



Internal Quality Assurance Cell
Mangalam College of Engineering

Date: 07/08/2019

Refer Notice: IQAC/2019-2020/ODD/IQAC

Notices/1

Venue: Chairman's Conference Room

Agenda:

1. IQAC Coordinator 2019-20 and IQAC Members.
2. Departmental report and plans for the academic year 2019-20.
3. File system for NBA Accreditation
4. KTU Academic Auditor.
5. Discussions on Academic and infrastructural feedback.
6. Review of International Conferences and workshops.
7. Promote more usage of NPTEL MOOCs and promoting FDPs based on it.
8. ICT based classes.
9. Applying for new courses in Mangalam College of Engineering.

Members present

S. No.	Name	Designation & Department	Role in IQAC
1	Dr. Manoj George	Principal	Chairperson
2	Dr. Abraham Chettissery	Legal Advisor	Management
3	Asst. Prof. Neeba Sabu	Assistant Professor, Dept. Of EEE	Coordinator
4	Dr. Nidhish Mathew Nidhiry	Professor, HOD, Dept. Of ME	Member
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11	Mr. Francis	Office Administrator	Member
12	Mr. Saik Chandran	System Administrator	Member
13	Ms. Neena Joseph	IAC Coordinator	member
14	Dr. Jacob Onattu	Principal, M C Varghese College of Arts	External Academic Expert



Minutes of Meeting

S. No.	Discussion	Decision	Responsibility
1	IQAC Coordinator 2019-20 and IQAC Members.	<ul style="list-style-type: none"> Ms. Neeba Sabu was designated as the IQAC coordinator for 2019-20. New IQAC was announced by Chairperson. Chairperson stressed on the importance of IQAC and its tasks to newest members of IQAC. 	Coordinator Chairperson
2	Departmental report and plans for the academic year 2019-20.	<ul style="list-style-type: none"> Department HODs presented the departmental plan for the 2019-2020 academic years. Chairperson and Management representative stressed on following the plan diligently. 	HODs
3	File system for NBA Accreditation	<ul style="list-style-type: none"> A new file system for incorporating the requirements of KTU, NAAC and NBA was discussed. IQAC coordinator was tasked with release of new formats for administrative smoothness of college Academic activities. 	NBA,KTU, NAAC Coordinator
4	KTU Academic Auditor.	<ul style="list-style-type: none"> IAC coordinator submitted the KTU internal Academic audit report. IQAC also discussed the KTU external Academic audit report submitted by the KTU. 	IAC coordinator
5	Discussions on Academic and infrastructural feedback.	<ul style="list-style-type: none"> Departments presented the consolidated Academic and infrastructural feedback given by students. 	
6	Review of International Conferences and workshops.	<ul style="list-style-type: none"> Each department conducting the International conference 	Conference Chair



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		presented the plan for the conferences. • Principal stressed on the importance of conducting more workshops.	HODs
7	Promote more usage of NPTEL MOOCs and promoting FDPs based on it.	<ul style="list-style-type: none"> Principal advised all departments to attend and encourage students also to attend NPTEL MOOC courses. IQAC decided that each faculty have to attend AICTE approved online FDPs as recommended by AICTE. 	HODs HODs
8	ICT based classes	<ul style="list-style-type: none"> Departments have to identify courses that can be promoted to be developed as courses based on Flip learning or ICT enabled courses. 	HODs
9	Applying for new courses in Mangalam College of Engineering.	<ul style="list-style-type: none"> Management has decided to start new Polytechnic program in Mangalam College of Engineering. Efforts are on to look for possibility of starting new B.Tech program in 2020-21. 	Management representative

The meeting came to an end with a vote of thanks from the Chairperson.

Manoj

PRINCIPAL

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Principal

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2. All Departments
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Date: 16/12/19

Refer Notice: IQAC/2019-2020/ODD/IQAC

Notices/2

Venue: Chairman's Conference Room

Agenda:

1. To confirm the minutes of the previous IQAC meeting and AQAR report of 2018-19.
2. Semester Attainment calculation of all programs.
3. Report on the extra -curricular and Co-curricular activities of the semester.
4. KTU Internal Academic audit.
5. Faculty Publication enhancement.

Members present

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Minutes of Meeting

S. No.	Discussion	Decision	Responsibility
1	To confirm the minutes of the previous IQAC meeting and AQAR report of 2018-19.	<ul style="list-style-type: none"> • IQAC coordinator read out the previous meeting minutes. • The AQAR report of 2018-19 was tabled before the IQAC by Prof. Ajit Joseph. Power point Presentation was also done. • Principal suggested certain corrections and AQAR was approved for uploading to NAAC. 	IQAC Coordinator
2	Semester Attainment calculation of all programs.	<ul style="list-style-type: none"> • All Department Heads presented the Attainment Calculation of ODD semester 2019-20. • Departmental NAAC coordinators presented the NBA/NAAC related work carried out by their departments. 	HODs NAAC coordinator
3	Report on the extra-curricular and Co-curricular activities of the semester.	<ul style="list-style-type: none"> • All department heads presented the report on Extra-curricular and Co-curricular activities. • Planned activities for the next semester were also discussed. 	HODs
4	KTU Internal Academic audit.	<ul style="list-style-type: none"> • IAC coordinator submitted the KTU internal Academic audit report. • IQAC also discussed the KTU external Academic audit report submitted by the KTU. 	IAC Coordinator
5	Faculty Publication enhancement.	<ul style="list-style-type: none"> • Management stressed on the 	HODs



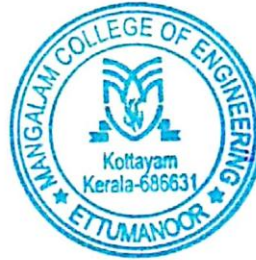
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		<p>need to conduct research for betterment of society.</p> <ul style="list-style-type: none">• Faculty have to register for Ph.D. programs as soon as possible.	
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The meeting came to an end with a vote of thanks from the Chairperson.

Manoj
PRINCIPAL

Copies to: 1. Chairman's office
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Internal Quality Assurance Cell
Mangalam College of Engineering

Date: 22/01/2020

Refer Notice: IQAC/2019-2020/ODD/IQAC

Notices/3

Venue: Chairman's Conference Room

Agenda:

1. To confirm the minutes of the previous IQAC meeting.
2. Project proposals to government agencies.
3. Professional Body membership.
4. KTU Internal Academic audit.
5. NBA related activities.
6. Activities related to college promotion.
7. Applying for new courses in Mangalam College of Engineering.

Members present

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Minutes of Meeting

S. No.	Discussion	Decision	Responsibility
1	To confirm the minutes of the previous IQAC meeting.	<ul style="list-style-type: none"> IQAC coordinator read out the previous meeting minutes. IQAC Chairperson discussed the decisions taken on previous meeting and their implementation. 	IQAC Coordinator
2	Project proposals to government agencies.	<ul style="list-style-type: none"> College level proposals submitted to Government agencies were examined. Principal stressed on the need to approach private entities for funding for various activities. 	Project coordinators
3	Professional Body membership.	<ul style="list-style-type: none"> Departments briefed about the various professional body operating within the department and the membership in them. Activities under various professional bodies were also discussed. 	HODs Professional body coordinators
4	KTU Internal Academic audit.	<ul style="list-style-type: none"> IAC coordinator submitted the KTU internal Academic audit report. IQAC also discussed the KTU external Academic audit report submitted by the KTU. 	IAC coordinator
5	NBA related activities.	<ul style="list-style-type: none"> Each department Submitted the NBA related activity done within their department. Principal reviewed the Pre-Qualifier of each department. It was decided to conduct 	HODs Principal NBA



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		various sessions by external experts for further training of faculty and staff for NBA.	coordinators
6	Activities related to college promotion.	<ul style="list-style-type: none"> Management reviewed the activities carried out by each department towards college promotion. As the engineering education is passing through a changing phase, management feels it important to keep the college socially visible to all stake holders. 	HODs
7	Applying for new courses in Mangalam College of Engineering.	<ul style="list-style-type: none"> Management has Applied to AICTE to start new Polytechnic program in Mangalam College of Engineering in following streams <ul style="list-style-type: none"> ➤ Diploma in Computer Science ➤ Diploma in Mechanical Engineering ➤ Diploma in Civil Engineering ➤ Diploma in Polymer Technology ➤ Diploma in Electrical Engineering The management has also applied for 2 new B.Tech Program in: <ul style="list-style-type: none"> ➤ Artificial Intelligence ➤ Chemical Engineering 	Management Representative

The meeting came to an end with a vote of thanks from the Chairperson.

Copies to: 1. Chairman's office
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PRINCIPAL

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Principal

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Internal Quality Assurance Cell
Mangalam College of Engineering

Date: 22/7/20

Refer Notice: IQAC/2019-2020/ODD/IQAC

Notices/4

Venue: ONLINE MEETING

Agenda:

1. To confirm the minutes of the previous IQAC meeting and AQAR report of 2018-19.
2. Following COVID19 protocol in all Mangalam Institutions.
3. Review of COVID19 war room for Exam Conduct.
4. Submission of AQAR report through online method.
5. Review of Online teaching learning activities initiated in view of COVID19.
6. Semester Attainment calculation of all programs.
7. Report on the extra -curricular and Co-curricular activities of the semester.
8. KTU Internal Academic audit.
9. Online International Conference review.
10. Online submission of final year projects.
11. Provisional affiliation for new courses in Mangalam College of Engineering.

Members present

S. No.	Name	Designation & Department	Role in IQAC
1	Dr. Manoj George	Principal	Chairperson
2	Dr. Abraham Chettissery	Legal Advisor	Management
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6	Dr. Radhakrishnan	Professor, HOD, Dept. of CE	Member
7	Ms. Rahumath Beevi	Associate Professor, HOD, Dept. of EEE	Member
8	Prof. Ajit Joseph	Associate Professor, HOD, Dept. of ECE	Member
9	Prof. Jain P George	Professor, HOD, Dept. of BS&H	Member
10	Dr. Sibu Chitran	Professor, HOD, Dept. of MBA	Member
11	Mr. Francis	Office Administrator	Member
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14	Dr. Jacob Onattu	Principal, M C Varghese College of Arts	External Academic Expert



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Minutes of Meeting

S. No.	Discussion	Decision	Responsibility
1	To confirm the minutes of the previous IQAC meeting and AQAR report of 2018-19.	<ul style="list-style-type: none"> • IQAC coordinator read out the previous meeting minutes. • IQAC Chairperson discussed the decisions taken on previous meeting and their implementation. 	IQAC coordinator
2	Following COVID19 protocol in all Mangalam Institutions.	<ul style="list-style-type: none"> • IQAC coordinator read out the COVID19 protocols as laid by the Central and state Government. • Principal stressed on the need to inform the new COVID related set of rules to students. • Management has decided to extend the last date of Fees remittance. 	HODs and Class advisors College office
3	Review of COVID19 war room for Exam Conduct.	<ul style="list-style-type: none"> • Principal presented the setup of COVID war room for conduct of exams. 	Exam Cell
4	Submission of AQAR report through online method.	<ul style="list-style-type: none"> • IQAC coordinator briefed about the online submission of AQAR. 	IQAC coordinator
5	Review of Online teaching learning activities initiated in view of COVID19.	<ul style="list-style-type: none"> • Principal asked all Departments to take care of the students who have low internet connection to adapt to the new online teaching. • Student feedback has to be taken regularly for quick action against problems faced by them. • All courses have to produce video based classes. • Google classroom and Google calendar to be 	HODs and Class advisors Course advisors



		efficiently used for conduct of online classes.	
6	Semester Attainment calculation of all programs.	<ul style="list-style-type: none"> All Department Heads presented the Attainment Calculation of academic year 2019-20. Since the EVEN semester got extended, the attainment calculation has not been completed. Departmental NBA coordinators presented the NBA/NAAC related work carried out by their departments. 	HODs NBA Coordinators
7	Report on the extra-curricular and Co-curricular activities of the semester.	<ul style="list-style-type: none"> All department heads presented the report on Extra-curricular and Co-curricular activities. Most of the Extra-curricular and activities planned for March and April 2020 have got cancelled. International Conferences were conducted in online mode. 	HODs
8	KTU Internal Academic audit.	<ul style="list-style-type: none"> IAC coordinator submitted the KTU internal Academic audit report. IQAC also discussed the KTU external Academic audit report submitted by the KTU. 	IAC coordinator
9	Online International Conference review.	<ul style="list-style-type: none"> All the International conferences were conducted in online mode due to the COVID 19 restrictions. Each Department presented about the conduct of Online International conference. 	Conference Chair
10	Online submission of final year projects.	<ul style="list-style-type: none"> Final year projects had to be redesigned and managed to 	Project Coordinators



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		be able to be accepted for final submission.	
		<ul style="list-style-type: none"> All final year projects have been submitted. 	
11	Provisional affiliation for new courses in Mangalam College of Engineering.	<p>AICTE has given provisional affiliation for following Polytechnic program in Mangalam College of Engineering :</p> <ul style="list-style-type: none"> ➤ Diploma in Computer Science ➤ Diploma in Mechanical Engineering ➤ Diploma in Civil Engineering ➤ Diploma in Polymer Technology ➤ Diploma in Electrical Engineering <p>AICTE has given provisional affiliation for following new B.Tech Program in:</p> <ul style="list-style-type: none"> ➤ Artificial Intelligence ➤ Chemical Engineering 	Management representative

The meeting came to an end with a vote of thanks from the Chairperson.

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